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ABSTRACT

The University of Montana functions as part of a state-wide educational system. Its faculty handbook governs over 400 faculty members and, as such, deals with the university's organization and administration. The handbook discusses the faculty role including the faculty senate and various committees, recruitment, appointments, tenure, dismissal, leaves, and fringe benefits. University policies regarding these areas are outlined and the variety of facilities and services available are described. (JMF)

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FACULTY / STAFF

HANDBOOK

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EQUAL OPPORTUNITY EMPLOYER

The University of Montana is an equal opportunity employer and as such pledges not to discriminate with respect to sex, race, color, creed, religion or national origin. This policy extends to all employment relationships and privileges including, but not limited to, hiring and selection procedures, compensation, benefits, promotions, demotions, transfers, terminations, layoffs and grievances. An employee can, without fear of reprisal, discuss the conditions of his employment with his supervisor, Personnel Office staff or appropriate officials.

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100. The University

101. History

The University of Montana was chartered on February 17, 1893, by the Third Legislative Assembly of Montana. The University opened its doors two years later, when seven faculty members and 50 students met in a grade school building owned by the city of Missoula.

The University moved to its present site at the foot of Mt. Sentinel in 1899. The original land, two 20-acre tracts, was donated to the University in 1896 by the heirs of Captain C. P. Higgins, one of the original founders of Missoula. The city of Missoula was a mile away, connected to the campus by a plank boardwalk and bicycle path. Two buildings—University Hall and Science Hall, both still standing at the center of the campus—were built in the interim between 1896 and 1899.

Since that small beginning, the University has grown to more than 8,000 students and 400 full-time faculty members. The main campus now covers more than 201 acres and includes approximately 40 buildings. In addition to the central campus area, the University also owns 624 acres on Mt. Sentinel; a 154-acre site for married student housing south of the campus; and 296 acres at Fort Missoula, six miles southwest of the campus. Landholdings outside Missoula include 27,000 acres in Lubrecht Experimental Forest, 35 miles northeast of Missoula; and 168 acres on Flathead Lake, including the Biological Station at Yellow Bay, 90 miles north of Missoula.

Missoula now surrounds the campus on three sides. Only historic Mt. Sentinel has escaped the encroachment of both the city and the campus. As the University expands to meet increased student enrollment, more of the surrounding residential area will become part of the main campus complex. One day, the University may stretch from the Clark Fork River, which borders the campus on the north, to the married student housing area, six blocks south of the campus. A vigorous building program was instituted in 1961 to prepare for present and future needs of this rapidly growing institution. The first phase of a new science complex is already under construction, and funds have been approved for a new library.

In 1895, the University offered four programs of study—classical, philosophical, general science and applied science. Today, students can choose from more than 50 majors. The graduate study program, with degrees awarded on both the master's and doctorate level, has greatly expanded in the last quarter century. The major departments of the University include the College of Arts and Sciences, School of Law, School of Pharmacy, School of Forestry, School of Journalism, School of Business Administration, School of Education and School of Fine Arts.

More than 65,000 students have attended the University since it was established. More than 23,000 graduates have gone on to distinguish themselves in service to Montana and the nation.

102. Functions and Goals

The functions and goals of the University of Montana were explained in a Master Plan for the Montana University System in the spring of 1961. A brief statement of that policy is as follows:

The University of Montana is responsible for providing: undergraduate education in the arts and sciences; professional and advanced professional education based on a sound foundation of arts and sciences; graduate education, including doctoral programs, in selected fields; research and other creative activities supported by both public and private sources, and maintaining a vigorous program of service as part of its responsibility to the state and the nation.

103. Accreditation

The University of Montana is fully accredited by the Northwest Association of Secondary and Higher Schools. The last accreditation was completed by the Association in 1968 and was granted for a five-year period.

Each of the professional schools or departments with additional accrediting is approved by the appropriate national association: Amer-

ican Association of Collegiate Schools of Business, American Chemical Society, National Council for Accreditation of Teacher Education, National Association of Schools of Music, Society of American Foresters, American Council on Education for Journalism, Asscciation of American Law Schools, American Council on Pharmaceutical Education, National Association of Schools of Art, and American Educational Theatre.

104. Financial Support

Federal land grants made availaole during territorial days were allocated to the University on its creation. It continues, however, to receive its main support in the form of biennial legislative appropriations and student fees. It also receives gifts, grants and endowments for scholarships, teaching, development and research from private and other sources through the University of Montana Foundation.

200. *Organization of the University*

201. Statewide System of Higher Education

Subject to the Constitution and Revised Codes of Montana, 1947, general control and supervision of all Montana state institutions of higher education are vested in the 11-member State Board of Education, Ex-officio Regents of the Montana University System. The State's combined system of higher education is called "The Montana University System." The office of the Executive Secretary of the Montana University System is located at the state capitol in Helena.

The six components of the Montana University System are:

University of Montana, Missoula
Montana State University, Bozeman
Montana College of Mineral Science and Technology, Butte
Western Montana College, Dillon
Eastern Montana College, Billings
Northern Montana College, Havre

The Council of Presidents of the Montana University System consists of the presidents of the six units and the Executive Secretary, appointed by the State Board of Education. The Council meets regularly to discuss problems of mutual concern.

202. State Board of Education, Ex-officio Regents of the Montana University System

The State Board of Education, Ex-officio Regents of the Montana University System, is composed of 11 members. The Governor, who is chairman of the Board, the Attorney General, and the Superintendent of Public Instruction are ex-officio members. The other eight members are appointed by the Governor, subject to confirmation by the Senate, for eight-year terms.

Duties of the State Board of Education include selection of a president and faculty for each school, granting of diplomas, and general supervision of all units of the Montana University System.

203. Local Executive Board

Each unit of the Montana University System also has a Local Executive Board. The Board consists of three members, appointed by the governor and approved by the State Board of Education. At least two of the members must reside in the county where the institution is located. The president of the institution cannot be appointed to the Board.

The Board is required to visit the University periodically to examine the condition of the campus and to consult with the President.

204. University Administration

204-1. The President

The President is the chief executive officer of the University and is responsible to the State Board of Education for the internal administration of the University. He has authority over the instruction, practical affairs and scientific investigations of the University.

204-2. The Administrators

The President is assisted by several administrators, responsible for academic and non-academic functions of the University. The major administrators and their duties are:

a). ACADEMIC VICE-PRESIDENT. The academic vice-president is concerned with academic affairs. His duties include curriculum development, faculty placement, liaison with the academic deans, and general supervision of Summer Session, Extension and Continuing Education, the Computer Center and the Library.

b.) ADMINISTRATIVE VICE-PRESIDENT. The administrative vice-president works with the president in various administrative matters. His responsibilities include: parking and traffic, physical plant, campus planning and building program, foreign faculty arrangements, printing and clerical services, Dean of Students, student health service, counseling and testing center, financial aids and student employment,

foreign student office, placement center, intercollegiate athletics and all student facilities.

c.) VICE-PRESIDENT FOR RESEARCH. The vice-president for research promotes, coordinates and supervises those professional and academic activities which are supported by non-University agencies (federal, state and private.) He is the University contracting officer for all research and training grants and contracts, and research director for the University of Montana Foundation. Also, he is responsible for Administrative Data Processing and Institutional Research.

d.) ASSISTANT TO THE PRESIDENT AND DIRECTOR OF INFORMATION. This administrator assists the president in University relations on and off campus and provides general direction for the University informational program, including Information Services.

e). BUSINESS MANAGER. The business manager is responsible for the operation of all business office functions, including the student Financial Aid Office. He also serves as contracting officer for all contracts not involving the vice-president for research. The director of the Physical Plant reports to the business manager on matters pertaining to fiscal operations of the Physical Plant. The position also includes supervision of housing, food service and University Center fiscal operations.

f.) GRADUATE DEAN. The graduate dean is responsible for the graduate studies program at the University.

g.) DIRECTOR OF THE UNIVERSITY OF MONTANA FOUNDATION AND PUBLIC SERVICE DIRECTOR. The director of the University Foundation is responsible for general operation of the University Foundation. In his capacity as public service director, he plans administrative details for the various conferences and meetings held on campus and assists faculty members in planning educational meetings.

h.) DIRECTOR OF EXTENSION AND CONTINUING EDUCATION. This administrator is responsible for all extension work and continuing education projects, including Indian Services and the Title I programs.

i.) DEANS OF THE SCHOOLS. All instructional and research work is organized under an academic dean for each of the following: College of Arts and Sciences, School of Business Administration, School of Journalism, School of Fine Arts, School of Education, School of Forestry, School of Pharmacy, and School of Law.

205. Succession In Absence of President

In order to insure that administrative authority and responsibility are properly allocated in the absence of the president from the campus, the following order of succession applies: a.) academic vice-president, b.) administrative vice-president, c.) individual designated by the president.

206. The Administrative Council

The Administrative Council consists of the academic vice-president, administrative vice-president, vice-president for research, business manager, director of public service, dean of students, director of information services, coordinator of Summer Session, chairman of the Faculty Senate, and deans of arts and sciences, business administration, education, fine arts, forestry, graduate school, journalism, law, library service and pharmacy. Other selected administrators also meet with the council. The Council, presided over by the president, meets approximately once a month during the school year and upon call during the summer. The Council's functions are to examine current educational policies and procedures and to make recommendations to the president.

207. Administrative Committees

To study administrative and executive problems, the president appoints administrative committees, which draw their membership from administrative staff, faculty and students. These committees report to the president. The current committees are:

Animal Resources Committee
Commencement Committee*
Courtesy Committee
Fish and Wildlife Committee
Foreign Students Committee*
Medically Related Sciences Committee
Public Safety Committee*
Radiation Hazards Committee
Recreation Facilities Council
Scholarships and Student Loans Committee*
Science Fair Committee*
Student Facilities Council*
Student Health Committee*
Traffic Board*

*denotes student representation.

208. The University of Montana Foundation

The University of Montana Foundation is chartered under the Montana Nonprofit Corporation Act. The Board of Trustees of the Foundation consists of 20 members. Ex-officio members are the president of the University, the president of the Alumni Association, and the past president of the Alumni Association. The other 17 members of the Board of Trustees are elected by the membership of the Foundation. At least 60 percent (12) of the trustees must be former students of the University.

The purposes of the Foundation include: promotion of the activities and educational programs of the University; and acceptance of gifts and bequests to be used for scholarships, research and University improvements.

209. The Council of 50

In the spring of 1964, the University established the Council of 50 to help the University grow as a living, working organization—to aid the institution in its charted task of serving all of the citizens of Montana. The Council consists of approximately 50 professional, business and labor, educational, industrial and farm leaders from all parts of the State of Montana. Council members are appointed by the president and participate in the planning and promotion of the University.

300. *The Faculty*

301. The Faculty

The faculty includes the president, vice-presidents, all administrative officers holding academic rank, and all teaching and research staff with academic rank. Each faculty member is entitled to one vote on matters arising in meetings of the faculty and in the filling of elective faculty offices. The president or his designate presides at meetings of the faculty. The academic vice-president is vice-chairman and the registrar is secretary of the faculty. A faculty parliamentarian may be designated by the presiding officer.

The president has general direction, management, and control of the University, subject to the authority of the State Board of Education, Ex-officio Regents of the Montana University System. The faculty has the responsibility to prescribe curriculum, grant degrees and decide other related matters, subject to the reserved power of control by the State Board of Education.

The faculty shall meet at least once annually, or as often as necessary, to hear and consider reports from its representatives, or for other purposes.

Meetings of the faculty (including those already provided for above) may be called by the president, by majority vote of the Budget and Policy Committee, or by majority vote of the Faculty Senate. In such case the agenda of the meeting shall be published prior to the date of the meeting.

A quorum shall consist of a simple majority of the faculty. Voting at a meeting of the faculty must be by secret ballot if requested by one member.

302. The Faculty Senate

Faculty responsibilities have been delegated to the Faculty Senate, the formal governing organization for academic personnel at the University. Forty-five faculty members are elected to serve in the senate for staggered three-year terms. The representatives are apportioned between three groups as follows:

SCIENCE GROUP:

- Botany
- Chemistry
- Computer Science
- Geology
- Health and Physical Education
- Home Economics
- Mathematics
- Microbiology
- Physics and Astronomy
- Psychology
- Zoology

ARTS GROUP:

- Aerospace Studies
- Anthropology
- Economics
- English
- Foreign Languages
- Geography
- History
- Library Service
- Military Science
- Philosophy
- Political Science
- Religious Studies
- Sociology and Social Welfare
- Speech Communication
- Speech Pathology

PROFESSIONAL SCHOOLS GROUP:

- Business Administration
- Education
- Fine Arts
- Forestry
- Journalism
- Law
- Pharmacy

The president, vice-presidents, and other administrative officers appointed by the president are ex-officio members of the senate, without vote.

The senate is responsible for curriculum planning and changes; and also serves as an advisory board on admissions standards, de-

gree requirements, faculty policies and other University problems.

For specific powers and duties of the faculty senate, reference should be made to the Articles of Faculty Organization.

303. Faculty Committees

303-1. Budget and Policy Committee

The Budget and Policy Committee is the executive committee of the Faculty Senate. Seven members of the senate are selected for the committee. As the executive committee, Budget and Policy carries out its duties between senate meetings. The committee consults with the president, at his request, on policies affecting the welfare of the University and makes recommendations regarding the composition of committees. All decisions and functions must be reported to the senate.

303-2. Other Committees

In addition to the Budget and Policy Committee, the Faculty Senate establishes other committees to carry out its duties. Present committees are:

a.) Faculty Council
Board of Judicial Review
Elections Committee
—elected by Faculty Senate.

b.) Salary and Promotions Committees (appeal and review)
—half of the committee elected by Faculty Senate, and half appointed by the president from nominees submitted by the Budget and Policy Committee.

c.) Service Committee
—one member on permanent tenure elected by Faculty Senate, one appointed by the president, and one appointed by the president of the Board of Regents (Governor).

d.) Store Board
—appointed by Budget and Policy Committee with approval of the president.

e.) Faculty representatives on Central Board
—appointed by Budget and Policy Committee.

f.) Admissions, Graduation and Academic Standards*
Faculty Research Advisory Council
Athletic Committee*
Campus Development Committee*
Curriculum Committee*
Faculty Benefits Committee
Graduate Council*
Library and Archives Committee*
Public Exercises Committee
Student Affairs Committee*
—appointed by the president from recommendations submitted by the Budget and Policy Committee.

*denotes student representation.

304. Academic Freedom

The Board of Regents endorsed a portion of the 1940 Statement of Principles on academic freedom, which is approved by the American Association of University Professors. To quote from that statement:

"(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

"(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

"(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utter-

ances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he is not an institutional spokesman." (Board of Regents, March 13, 1963).

305. Classification of the Faculty

The members of the faculty which include research and extension staffs of the University, shall be classified and ranked, at the time of appointment or reappoint, as

a. Professors
b. Associate Professors
c. Assistant Professors
d. Lecturers
e. Instructors
f. Assistants

(University Act 673, June 22, 1918 and amended July 13, 1953.)

305-a. Faculty Affiliates

Members of the faculty whose salaries are not paid by the University are faculty affiliates. Faculty affiliates with academic rank have all the provileges of other faculty members, except benefits resulting from payment of salary. Faculty affiliates not holding an academic rank have all the privileges of other faculty members, except the right to vote on faculty matters and benefits resulting from payment of salary.

306. Department Chairmen

Department chairmen are appointed by the president on recommendation by the appropriate dean. The appointment of department chairmen may be transferred by the president from time to time as the interests of the University dictate.

307. Recruitment and Interviews

Recruitment is a continuous process, with emphasis on promoting the strength and growth of each department and school. Files of potential candidates are maintained and recruiting is often conducted in advance of specific vacancies.

Candidates for the rank of assistant professor or above may be invited to visit the campus at the expense of the University. Candidates for professor must be interviewed by the appropriate dean, the academic vice-president and the president. Candidates for other ranks will ordinarily be interviewed by the appropriate dean and the academic vice-president.

308. Appointment

308-1. Formal Offers

Formal offers of employment are extended by the academic vice president, the president and the business manager. The formal offer will contain the following information: rank, salary, appointment term, reporting date, conditions of employment and tenure provisions, if applicable.

Positions for graduate assistants are filled by the department chairman and deans, with authorization by the graduate dean.

308-2. Appointment Term

Faculty appointments are normally on an academic year basis, but may also be on a fiscal year basis. Salaries are pro rated according to the terms of employment. (Board of Regents, August, 1962).

308-3. Appointment of Administrative Officers

The titles and functions of administrative officers, such as deans, directors, and chairmen, ordinarily assigned to persons holding the rank of professor, may be transferred by the president from time to time from one professor to another as the interests of the University dictate. (University Act No. 673).

308-4. Fund Limitation

All appointments at the University, and the compensation thereof, are subject to the limitations of available funds. (University Act. No. 672, June 22, 1918).

309. Reappointments

Initial appointment to a full professorship or to an associate professorship are permanent appointments, although initial appointments

also may be for a limited term. Such a limited term appointment may be renewed, and a reappointment after three years of service shall be deemed permanent.

Assistant professors are on a one year appointment for the first two years, after which reappointment, unless otherwise specified, is for a term of three years.

Lecturers, instructors and assistants are appointed for one year, unless otherwise stated.

At the expiration of a limited term of appointment of a professor, associate professor, assistant professor, lecturer, instructor, or assistant, there is no obligation whatever to renew the appointment. Without renewal, an appointment lapses and becomes void. In every case of such non-renewal, official notice thereof shall be given by the chief executive of the institution not later than April 15. (University Act No. 673, adopted by the State Board of Education on June 22, 1918, and amended on April 8, 1919, April 21, 1921, April 3, 1922, July 16, 1951 and July 13, 1953.)

NOTE: The University has adopted the following recommendations of the Association of University Professors for notices of non-renewal:

Notice of non-reappointment, or of intention not to recommend reappointment to the Board of Regents, will be given in writing in accordance with the following standards:

a.) Not later than March 1 of the first academic year of service, if appointment expires at the end of that year; or if a one year appointment terminates during an academic year, at least three months in advance of its termination.

b.) Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two year appointment terminates during an academic year, at least six months in advance of its termination.

c.) At least twelve months before the expiration of an appointment after two or more years in the institution.

310. Tenure, Committee On Service

For the purpose of securing to all administrative officers and members of the faculty proper professional tenure, and for the purpose of promoting efficient service to the University, there is hereby established in each of the institutions of the University a Committee on Service to consist of one staff member on permanent tenure appointed by the President of the State Board of Education, ex-officio Regents, one staff member on permanent tenure appointed by the president, and one staff member on permanent tenure elected by the faculty of the institution. The members of such committee shall be appointed to serve for one year beginning September 1. Whenever any member of the committee on Service becomes disqualified for any reason, it shall be the duty of the proper appointing officer to appoint a successor for the unexpired term.

It shall be the duty of such Committee on Service, at the direction of the chief executive of the institution, or upon the request of any member of a staff whose removal is proposed, or who is under suspension, to inquire into the case and submit a report of its finding to said chief executive and to the staff member involved. The chief executive shall transmit a copy of such report for the consideration of the Board. At the time of such consideration the officer or member involved shall have the right to appear personally before the Board in his own defense. (Board of Regents, September 11, 1967.)

311. Dismissal, Resignation and Retirement

311-1. Dismissal

Any administrative officer or any member of the faculty may be removed at any time by the Board, (a) after a hearing, (b) on the recommendation of the chief executive of the institution; provided that with such recommendation there shall be transmitted a statement from the chief executive of the institution with which such officer or staff member is connected, and also a copy of any report of the Committee on Service

prepared in accordance with the provisions, as set forth under the Section on Committee on Service.

In cases of inefficiency, reprehensible conduct or insubordination, such chief executive may suspend any administrative officer or member of the faculty until the next regular or special meetings of the Board. In such cases the payment of salary shall cease at the time of suspension. If the charges made are not sustained by the Board, salary shall be paid for the period of suspension. The Board may direct the suspension of any administrative officer or any faculty member pending an investigation by such chief executive of charges presented. (University Act 673)

311-2. Resignation

All resignations must be submitted in writing to the president of the University. Resignations are forwarded to the Board of Regents. (Board of Regents, September 12, 1955.)

311-3. Retirement

Whenever a member of the faculty reaches the age of sixty-five years his official connection with the University may be terminated. (University Act 673, Board of Regents, April 12, 1942.)

Any member in service who has attained the age of 70 years, during any school year, shall be retired by said retirement board on the first day of September following his or her 70th birthday, provided, that this provision shall not apply to teachers in the Montana University System who may be employed beyond the age of 70 upon the recommendation of the president of the unit concerned, to the Board of Regents. Provided further that such teachers (1) shall not be given credit toward retirement pay for teaching service rendered after the end of the school year in which the age of 70 is attained, (2) shall not contribute to the retirement system after the end of said school year, and (3) shall not have the compensation received after the end of said school year used in computing final average salary. Initial employment of teachers in the Montana University System beyond the age of 70 may be made upon the recommendation of the president of the unit concerned, to the Board of Regents, but such employees are denied membership in the teachers' retirement system.

Provided further, that any retired teacher may be employed as a teacher in Montana and may earn an amount not to exceed one-fourth of his final average compensation without loss of retirement benefits. (R.C.M., 1947, 75-2707, amended February 22, 1965.)

312. Oaths

Faculty members must subscribe to an oath before commencing their teaching career at the University. The oath is as follows:

"I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of Montana, and the laws of the United States and the State of Montana, and will, by precept and example, promote respect for the flag and the institutions of the United States and the State of Montana, reverence for law and order and undivided allegiance to the government of the United States of America." (R.C.M., 1947, 75-4706.)

313. Summer Teaching

The University Summer Session is divided into two terms of four and one-half weeks duration. Salaries are adjusted according to the terms of summer employment. Appointments for summer teaching are based on the needs of the proposed summer curriculum.

314. Leaves

314-1. Absences From Campus

Faculty members must file leave request forms with the appropriate dean when they expect to be absent on University business. The Department chairman must approve the request. The request must be approved by the academic vice-president if the absence is for non-University business.

314-2. Sick Leave

Arrangements for absences because of illness should be made with the department chairman or dean. Special arrangements may

be approved by the academic vice-president for extended absences because of illness.

314-3. Holidays

Effective January 1, 1971, state law (R.C.M., 1947, 19-107) lists the following regular holidays for each year; Sundays, New Year's Day (January 1), Lincoln's Birthday (February 12), Washington's Birthday (the third Monday in February), Memorial Day (the last Monday in May), Independence Day (July 4), Labor Day (the first Monday in September), Columbus Day (the second Monday in October), Veteran's Day (the fourth Monday in October), Thanksgiving Day (the fourth Thursday in November), Christmas Day (December 25) and State general election day.

Faculty members on academic year contracts are free to leave the University during quarter breaks, after grades have been turned in.

314-4. Vacations

Staff members on an academic year contract do not accrue any vacation leave.

The academic staff, including administrative officers, on a fiscal year contract are entitled to a maximum of 23 working days (one calendar month) of annual leave for each contract year. This leave is available at the beginning of the contract year, rather than earned each month. However, should an employee resign before the end of a contract year, he would not be entitled to any of the annual leave earned during the contract year, nor could any payment be received upon his termination. If all 23 days of annual leave are not taken during the contract year (July 1 to June 30) the employee is entitled to carry over into the subsequent contract year all annual leave not taken to the maximum of 23 days. An employee could conceivably begin the subsequent contract year with a total of 46 days of annual leave. However, at no time may more than 23 days be carried over or a total of 46 days of annual leave be available at the beginning of any contract year.

Upon termination of employment, or transfer to an academic year contract, an employee on a fiscal year contract may be paid for 30 working days of leave time accrued.

314-5. Military Leaves

Academic staff members inducted into the Armed Forces of the United States will be re-employed when their military service is completed. They must still be qualified to fill the position and must make application for re-employment.

Regular full-time employees who are members of the reserve components of the Montana or Federal military forces are entitled to leave of absence from their respective duties, without loss of pay or time, on all days on which they are ordered, by proper authority, to active duty for training or field exercises.

314-6. Sabbatical, Administrative, Educational and Leaves of Absence

The State Board of Education ex-officio Regents established the following policy on leaves, described as follows, with this provision:

"No leave herein mentioned shall be deemed earned leave time, or become a vested right or interest, nor shall the leave policy be, or become an implied provision of any contract; and the right shall remain vested in the State Board of Education, ex-officio Regents to amend, alter, rescind or abolish said leave policy at any time." (Item 204-001 Leave Policy, Nov. 27, 1967.)

a.) SABBATICAL LEAVE

Any member of the academic faculty within the University System whose service totals seven (7) or more years shall be considered eligible to apply for sabbatical leave. This has been interpreted as seven years of service in which no sabbatical leave was earned.

In granting sabbatical leave, university units will be guided by:

1. The applicant's teaching and research (quality and amount) performance;
2. Academic rank (with preference to higher ranks)

3. Total length of service in the Montana University System (with preference to those having served longer)

4. The merit of the proposed leave program.

Acceptable programs would include research, pertinent travel, related or complementary work in other academic institutions (or pertinent government or business organizations); or other activities which the president of the University of Montana (with concurrence of the State Board of Regents) believes will improve the staff member professionally and benefit the institution and the State.

All sabbatical leaves shall be for a period not less than two quarters but not more than an academic year. The salary paid during a leave shall not exceed two-thirds of the academic year contract amount established for the individual for the academic year in which the leave is started. Payments during the period of leave will be made in equal monthly installments.

Recipients of sabbatical leave may avail themselves of fellowships and similar appointments (honoraria). However, a person on two quarters of sabbatical leave (at two-thirds annual salary) is regarded as fully employed and may not be employed by other organizations. If the recipient is on leave for the academic year, he may be compensated for up to one-third of his time. He is regarded as employed by the University for two-thirds of his time while on leave; he shall not be compensated for more than one-third of his time while on leave and receiving payments from the Montana University System.

Faculty members who receive a sabbatical leave will return to the University of Montana for at least one academic year or will repay the salary received from the University while on leave.

Forms on which to apply for sabbatical leave are available from the office of the president and are to be submitted to that office by November 15 in the academic year preceding the year in which the leave is desired. Announcement of successful applicants will be made the following January.

b.) ADMINISTRATIVE PERSONNEL LEAVE

Presidents of Montana University Systems, vice-presidents, deans, directors of schools, chairmen of departments, and other academic administrative personnel, may be eligible to apply for "Administrative Personnel Leave." All leaves and conditions for such leave must be approved by the State Board of Education, ex-officio Regents of the Montana University System.

c.) EDUCATIONAL LEAVE

Faculty members not in possession of terminal degrees or terminal qualifications may be eligible for "Educational Leave."

In considering applications, administrators of individual units of the Montana University System will be guided by the following criteria:

1. Service which is primarily research or educational
2. Possession of academic rank of instructor or higher
3. Adequate assurance that the requirements for a terminal degree or terminal qualifications may be completed during the period of the leave.

Any faculty member receiving an educational leave will be expected to return to his university unit for at least one academic year or to repay salary received from the university unit while on leave.

d.) LEAVES OF ABSENCE

Requests for leaves of absence without pay shall be made to the president of the Montana university unit at which the applicant is employed.

Requests from presidents or vice-presidents must be approved by the State Board of Education, ex-officio Regents of the Montana University System.

After two years of continuous service, other members of faculty, administration or supervisory staff may be granted a leave of absence without pay by the president of the Montana university unit. All leaves without pay shall be reported to the Montana State Board of Education, ex-officio Regents.

Satisfactory programs or projects shall include research, education, travel or related work in other institutions, private or business organizations, or other activities which the president of the university, or if applicable, the State Board of Education, ex-officio Regents of the Montana University System, agrees will improve the staff member professionally or either directly or indirectly benefit the institution or the State.

The time period for this leave shall not exceed two years.

315. Office Hours

Each faculty member should post a notice of regular office hours on his office door. Office hours should be selected for the convenience of students and fellow faculty members.

400. The Student

401. Quarter System

The University operates on the quarter system. Fall quarter starts in late September, and ends shortly before Christmas. Winter quarter starts after the Christmas vacation and ends in the middle of March. Spring quarter begins at the end of March, and ends the second week in June. Summer session starts about the middle of June and ends about August 20.

402. Faculty Advisors

All new students are assigned a faculty advisor, who assists them in selecting courses and completing requirements for the undergraduate degree.

403. Class Lists

The registrar's office prepares a class list for each course each quarter. This list is the official enrollment record which determines a student's right to receive grades and credits for courses. The list should be checked carefully to determine if mistakes have been made in its preparation.

404. Class Schedules and Teaching Assignments

Class scheduling is determined by the deans and department chairmen, with the cooperation of the registrar's office. The University operates on the open-enrollment system. Enrollment is not limited for any course, except by the physical facilities required by the course. When necessary, additional sections are added.

Teaching assignments and teaching loads are determined by deans and department chairmen.

405. Curriculum

The curriculum in each school or department is determined by the teaching staff. Changes in the curriculum, addition of new courses or deletion of old courses are determined by the teaching staff of each department or school and reviewed by the curriculum committee. The Faculty Senate must give approval to all curriculum changes. New degree programs must be approved by the Board of Regents.

406. Class Attendance

406-1. Excuses

Excuses from class are permitted for health reasons or emergency situations. Students should notify their teachers when illness prevents class attendance.

406-2. Absences

Faculty members should inform their classes about personal policies or regulations regarding class attendance. All instructors must notify the registrar's office when a student has been absent for one week.

407. Grade Reports

407-1. Final Grade Reports

Final grades must be turned in by the teacher 48 hours after the last examination of final week. Quarter grade report lists must be filled out and filed with the registrar's office.

407-2. Grade Changes

Grade changes must be approved by the appropriate department chairman and/or dean, and submitted to the registrar's office. A written statement, explaining the reason for the change, must accompany the grade change.

408. Cheating and Plagiarism

Teachers should investigate all suspected cases of cheating and plagiarism in their classes. They may set the penalty themselves, provided the student is not dropped from the course, placed on disciplinary probation, or suspended from the University. Ordinarily, an "F" is awarded for tests or papers involving cheating and plagiarism.

If the violation is flagrant, the instructor should submit a written report to his dean or department chairman. The case will be referred to the dean of students, who will provide a proper hearing. The student may appeal his case to the judicial board and to the president.

409. Work-Study Program

Many students are eligible to participate in the federal work-study program on campus. Faculty members should consult their department chairman or dean about the services and employment opportunities for a work-study student.

410. Student Information

For further information about student registration, withdrawal from classes or the University, changes in programs of study, classification of students, grading system, challenging of courses and retention criteria, reference should be made to the University of Montana Bulletin. The Bulletin is the official publication of student academic regulations.

500. Nonacademic Personnel

501. Classification

The nonacademic staff includes all employees of the University of Montana employed by appointment and not receiving a written contract of employment from the State Board of Education, ex-officio Regents of the Montana University System. All nonacademic positions at the University are classified into one of 91 classes. Classes identify groups of comparable positions. They are designed to indicate in general terms the extent of supervision given or received, the nature and level of work involved and the general qualifications considered necessary for successful performance. Titles are selected for each class to be as descriptive as possible, and where necessary to indicate the area and level of salary structure.

502. Appointments

Appointments for nonacademic staff are initiated by the employing department. Recommendations for employment are forwarded to the Nonacademic Personnel Office for initial approval. Upon final approval by the Business Manager, appointments are returned to the Nonacademic Personnel Office for distribution. The Nonacademic Personnel office has the responsibility for keeping applications, information on employer references and data for all nonacademic personnel.

503. Probationary Period

Each new employee serves a probationary period upon appointment. This period is usually three months but may be extended to six months depending upon the level of the position involved. The probationary period gives the new employee the opportunity to prove the ability, skills, attitude and performance level necessary for successful service and the supervisor the opportunity to determine the ability and degree of performance required.

504. Anniversary Date

The anniversary date for persons commencing employment before the fifteenth of a given month is considered to be the first of that month. The anniversary date for persons commencing employment on the sixteenth and thereafter is the first of the following month.

505. Promotions

A promotion means a change in duty assignment and status of an employee from a position in one classification to a position in another requiring higher qualifications and involving a higher level of responsibility and pay.

506. Transfers

It is important to the University that each employee be in the position for which the person is best suited and the one in which his or her skills and abilities can best be recognized. A transfer may be requested by an employee or recommended by the appropriate supervisor.

507. Resignations or Termination

An employee resigning from a position at the University should give his or her supervisor at least two weeks notice of the resignation. Two copies of the Administrative Resignation Leave Dismissal Form and a written resignation, stating the effective date of the resignation are obtained by the supervisor and sent to the Nonacademic Personnel Office. Copies of this form may be obtained at that office. Notices of resignation or termination must be forwarded to the Nonacademic Personnel Office before the eighth of the month in order to make the proper adjustment to the payroll for that month.

508. Working Hours

Standard working hours are 8 a.m. to 12 noon and 1 p.m. to 5 p.m., Monday through Friday. The normal work week is forty hours. The working hours may differ from this schedule depending on the terms of the appointment.

Each employee is entitled to two fifteen

minute rest periods each day (normally one in the morning and one in the afternoon). These periods will be assigned at specific times by the supervisor so that the regular business of the office is not interrupted.

509. Leaves

509-1. Vacation Leaves

State law provides the following vacation leaves for all nonacademic staff (R.C.M., 1947, amended in 1969.) After one year of continuous employment, each employee is entitled to fifteen working days vacation leave. For all periods of service the following schedule of allowable vacation leave is provided:

1 through 10 years of service 1 1/4 days (10 hours) per month

11 through 15 years of service 1 1/2 days (12 hours) per month

16 through 20 years of service 1 3/4 days (14 hours) per month

21 years or more of service 2 days (16 hours) per month

Annual vacation leave may be accumulated to a total not to exceed thirty working days.

Requests for leave should be made, in advance, on the back of the University of Montana Nonacademic Time Card and sent to the Nonacademic Personnel Office for approval.

509-2. Holidays

Effective January 1, 1971, state law R.C.M., 1947, 19-107) lists the following regular holidays for each year; Sundays, New Year's Day (January 1), Lincoln's Birthday (February 12), Washington's Birthday (the third Monday in February), Memorial Day (the last Monday in May), Independence Day (July 4), Labor Day (the first Monday in September), Columbus Day (the second Monday in October), Veteran's Day (the fourth Monday in October), Thanksgiving Day (the fourth Thursday in November), Christmas Day (December 25) and State general election day.

509-3. Sick Leave

An employee of the State of Montana shall be granted sick leave with full pay at the rate of one working day for each month of service without restriction as to the number of working days he may accumulate.

He is entitled to sick leave only after being continuously employed for 90 days, upon the completion of which he is entitled to credit for sick leave earned during that period.

Upon separation from service the employee is entitled to a lump-sum payment equal to ¼ of the pay attributed to his accumulated sick leave. The pay attributed to his accumulated sick leave shall be computed on the basis of the employee's salary at the time the sick leave accrued.

509-4. Military Leave

Regular full-time employees who are members of the reserve components of the Montana or Federal military forces are entitled to leave of absence from their respective duties, without loss of pay or time, on all days on which they are ordered, by proper authority, to active duty for training or field exercises.

509-5. Emergency Leave

In certain cases, such as death in the immediate family or jury duty, leave will be granted. Ordinary absences, such as those caused by illness in the family, should be taken as vacation leave or as adjustments for overtime.

509-6. Leave of Absence Without Pay

Short leaves of absence without pay may be granted upon recommendation of the employee's supervisor. Prolonged leaves of absence may be allowed in rare instances when a staff member is ill or when the University will benefit from training and/or experience gained while on leave. No benefits will accrue during leaves without pay.

509-7. Loss of Leave Benefits

Accumulated sick leave is automatically cancelled when an employee resigns. Employees transferred to another position and

persons employed for part of a year (such as the academic year) do not lose these benefits.

Accumulated vacation leave in excess of 23 working days is cancelled for an employee transferring to an academic fiscal year contract.

510. Salaries

The salary received by an employee is set by the class of the position and the step within the class. It is the position that is classified and not the individual in that position. New employees normally are started at the minimum step within the class. Salary increases are not granted automatically on the basis of service. An increase may be witheld when the service has been less than satisfactory but not warranting dismissal.

511. Payroll Procedures

511-1. Monthly Time Report

A monthly time report is required of all nonacademic staff. A UM Nonacademic Time Card, provided by the Nonacademic Personnel Office, must be kept up to date by the employee. The supervisor's signature of approval must be secured at the end of the month. Work time, overtime, undertime and absences (including annual leave and illness) are recorded on this report. Requests for leave are to be made on the form on the reverse of the Time Card. The completed Time Card, including requests for leave, should be sent to the Nonacademic Personnel Office.

511-2. Rate of Pay

Any portion of a month worked, leave of absence, terminal pay, leave without pay, and overtime are calculated on the hourly rate. State law declares the annual salary divided by 2080 (52×40) will be the hourly rate.

511-3. Method of Payment

Regular full time staff members of the University are paid monthly. Checks are mailed to the address given on the employee's data card on the last working day of the month.

511-4. Overtime

Under Montana law, the work day is limited to eight hours. Overtime work will be compensated only when it has been authorized by the employee's supervisor.

511-5. Termination Pay

An employee who is separated from service for reasons not reflecting discredit on himself shall be entitled upon the date of separation to cash compensation for unused vacation leave and accumulated sick leave (according to provisions of State Law).

600. Faculty and Staff

601. Teachers' Retirement

All faculty, scientific staff and administrative personnel with academic rank are required by law (R.C.M., 1947, 75-2704) to be members of the Teachers' Retirement System. Each faculty member contributes five per cent of his salary, plus an annual membership fee of one dollar, to the system. The University also contributes five per cent of the members' salary to the system.

At the conclusion of five years of service in Montana, the faculty member has a "vested right" in the system and may elect, upon leaving the University, to either leave his deposits with the system and obtain a retirement amount at age 60; or withdraw the amount of his deposits.

The minimum age for retirement is at age 60. The maximum number of years that may be accumulated under the system is 35 years. At that date, the retirement payment would amount to approximately one-half of the average total salary of the three consecutive years of highest salary. With fewer years of service, the amount would be proportionately reduced.

Credit may be given for service in other states if payment of five per cent of the first year's salary in Montana is paid to the Retirement System for each year so claimed up to a maximum of five years. Credit is given for service in the Army, Air Force, Navy, Marines, Merchant Marine, and Red Cross during World War II and the Korean conflict, without cost to the staff member. Proof of service must be supplied to the Retirement System.

Benefits under the Teachers' Retirement System include disability payments and beneficiary payments in case of death.

For specific details about the Teachers' Retirement System, request information from The Teachers' Retirement System, Lundy Center, 300-500 Euclid Ave., Helena, Montana 59601.

602. Public Employees' Retirement System

All non-academic employees of the University, other than members of the Teachers' Retirement System and part time employees who do not work in excess of 480 hours during the fiscal year, are required by law R.C.M., 1947, 68-202) to become members of the Public Employees' Retirement System.

Each staff member contributes 5.75 per cent of his monthly salary to the system, plus annual dues of one dollar, and the University contributes a percentage based on the following projected schedule:

4.6% July 1, 1971—June 30, 1973
5.2% July 1, 1973—June 30, 1975
5.75% After July 1, 1975

The basic service retirement allowance requires a minimum of 60 years and 10 years of service credit. The earliest age for a service retirement is 55, however, a member retiring before age 60 will receive a proportionately reduced amount.

The service retirement computation is based on 1/60th of the average annual compensation of the member during the last three years of service upon which normal membership contributions have been made.

Retirement is mandatory on the first day of the month following the 70th birthday, and no personnel covered by PERS shall be continued in employment beyond this age. (Bd. Regents 174-001, April 11, 1960).

Provisions are also made for compulsory retirement after age 65 with less than ten years of service, for disability retirement and for death benefits of a member of the system. For further specific information, a staff member should write to: Public Employees' Retirement System, Sam W. Mitchell Building, Helena, Montana 59601.

603. F.I.C.A. (Social Security and Medicare)

State law (R.C.M., 1947, 59-1111) requires that all members of the Montana University System be covered by the Federal Insurance Contributions Act and the related medicare provisions. The act currently (1970) provides for an employee contribution of 5.2 percent of the first $7,800 of an employee's gross earnings during the calendar year.

604. Tax-Sheltered Annuity Program

The Board of Regents authorized a tax-sheltered annuity program for all University employees. (Board regulation 186-003, May 13, 1963). The program is available from four companies:

1.) Equitable Life Assurance Society of the United States
1285 Avenue of the Americas
New York, New York

2.) Standard Insurance Co.
Portland, Oregon

3.) Teachers Insurance and Annuity Association
College Retirement Equities Fund
730 Third Avenue
New York, New York

4.) Teachers Retirement System
Lundy's Center
Helena, Montana

The employee must select one of the companies, and decide how much he wants subtracted from his salary each month. The deduction is incorporated into the employment contract as an amendment. The annuity is not subject to Federal and state income taxes until payments start during retirement.

605. Group Insurance

The Montana University System is under a group insurance plan which includes life, medical and major medical coverage. The employer contributes a stipulated amount of the premium. Detailed information for enrollment, coverage, or questions regarding the plan may be obtained from the Personnel office.

606. Industrial Accident

All employees of the University of Montana are required by law (R.C.M., 1947, 92-206) to be covered by the Montana Industrial Accident Board for injuries occurring in the performance of their work. This is entirely an employer-contributed benefit.

Accidents and injuries on the job should be reported to the Business Office so that suitable reports and claims may be made to the Industrial Accident Board.

607. Savings Plan

Faculty members on an academic year contract receive their salary in ten payments. To provide income during the other two months, the University has established a savings plan. If authorized by a faculty member, the University will deduct a specified amount from the member's salary and deposit it in a savings account with local banks.

The deductions are made each month, October through June. Authorizations from the faculty members should be made before October 1 of each year.

Money in the savings account may be withdrawn at any time.

608. Federal Credit Union

All full-time and regular part-time employees and members of their families are eligible for membership in the University of Montana Federal Credit Union. The membership fee is 25¢ and the minimum deposit to open a share-savings account is $5. The University has authorized payroll deductions for payments to the Credit Union if a staff member desires. Savings, loans, loan protection insurance and life savings insurance are available. Credit union certificates are issued in $500.00 multiples and pay varying rates of interest, depending on the term of the certificate. In addition, FHA Title I Home Improvement Loans are available thorugh the credit union. For further information, contact the Credit Union at 800 E. Beckwith Avenue.

700. University Policies

701. Employment of Relatives

According to State Board of Education policy (April 20, 1916), no more than one member of the same immediate family will be employed by any one of the institutions of the Montana University System. Employment of two or more members of one family on the professional staff is considered exceptional, and will be approved by the Board only in unusual circumstances. (May 28, 1962.)

Near relatives (husband, father, brother, son, the female and in-law counterparts) of University personnel may be employed in nonacademic positions when they have no supervisory relationship with each other and they are not subject to the same approving authority for personnel actions. (Administrative Regulations.)

702. Public Information

The director of Information is the chief public information officer of the University. Any planned program of public information—including press releases, brochures or announcements—should be coordinated with the Information Services office.

703. Relations With State Board of Education

Communications from faculty and staff members to the State Board of Education and the State Purchasing Agent must be transmitted through the president's office. The president will send communications to the executive secretary for presentation to the Board. (Act VIII, Bylaws, Board of Regents, 1968.)

704. Candidacy for Public Office

704-1. Local Office

Faculty and staff members are free to run for, and to hold, local public office, provided the campaign and functions of the office do not interfere with the full discharge of their University duties. If the position does interfere with University duties, the person should resign, take leave or accept a reduced assignment.

704-2. State Office

If a faculty or staff member is elected to the State Legislative Assembly, he will take leave of absence, without pay, during the legislative session. If nominated for a state office, he will take leave of absence, without pay, during the campaign. If elected to office, he may request additional leave or resign his University position. Leave will be granted on an annual basis for a period not to exceed two years. At the end of the two-year period, the faculty or staff member will be expected to return or resign his position with the University.

704-3. National Office

The same procedures for state office holders govern national office holders. (Administrative Regulation, approved by the Administrative Council, March 21, 1962.)

705. Outside Activities and Employment

The duties of a University faculty member are diverse, and may include teaching, research, writing, administrative and committee work, public service, consulting and other activities. Outside activities should never interfere with University duties. If outside activities involve prolonged absence, the faculty or staff member shall take a leave of absence without pay. Compensation for outside activities must be approved in advance by the department chairman or dean and the academic vice-president. See the Sponsored Program Manual for discussion of compensation for University grants and contracts.

706. Enrollment In Academic Courses

Faculty and staff employed full-time (three quarters or more) may enroll for no more than six credits per quarter. (Administrative Regulation)

706-1. Faculty Members

Faculty members desiring to register for courses shall prepare a written request (listing the courses desired) have it approved by their dean or department chairman and forward the request to the academic vice-president for approval.

706-2. Nonacademic Employees

Nonacademic employees should prepare a written request, listing the courses desired, have it approved by the appropriate supervisor and forward the request to the business manager for approval.

706-3. Fees

a.) Full time faculty and staff are exempt from incidental and non-resident fees. As a limited registrant, payment of the activity fee is optional. The health service fee is optional since the employee is eligible for the State Employee Health Service Plan.

b.) Faculty and staff employed for less than three quarters time, if taking less than six (6) credits are exempt from the incidental, non-resident and activity fees but are subject to the health service fee. If they are taking more than six (6) credits, they are exempt from the incidental and non-resident fees. If enrolled as an undergraduate they are subject to the student activity and health service fees. If enrolled as a graduate student they are exempt from the student activity fee, but are subject to the health service fee.

c.) Full time staff employed on the night shift and enrolled for classes not meeting within their working hours are not subject to the six credit limitation. To qualify for exemption of the incidental and non-resident fees, they must be employed for more than three quarters time.

d.) Faculty and staff employed by other units of the Montana University System are entitled to the same benefits as for employees of the University as listed above.

706-4. Degrees for Faculty

Members of the faculty of the University of Montana above the rank of instructor may not become candidates for degrees awarded by the University. This stipulation does not apply to the staff of the Reserve Officers Training Corps who are on courtesy appointment to the faculty; nor does it prevent members of the faculty from taking advanced courses for credit to be transferred to another institution. (Administrative Regulation.)

707. Tutoring

No faculty member can accept payment for tutoring any University student enrolled in one of his classes. Faculty members will not prepare examination questions or grade examination papers for any student they have tutored. Students should be referred to the appropriate department chairman or dean to secure the services of a tutor.

708. Professional Writing

University employees are encouraged to write and publish textbooks and scholarly articles. Use of University time and facilities should be approved by the employee's superior. Employees are expected to indicate their professional connection with the University in all published material.

709. Consultative Services

See Sponsored Program Manual.

710. Institutes, Workshops and Grants

710-1. Time Devoted To Project

Faculty members engaged in research and training projects, or conducting institutes and workshops will have their teaching load reduced to compensate for the time devoted to the special project.

710-2. Salaries

The University will pay the difference between the institute, workshop or research salary and the teaching salary. University money not used for salaries will be given to the department or school to hire replacements for the vacancy caused by the outside employment. Salaries for workshops, institutes and research which carry over during the summer months will be figured on a proportionate basis for the summer work.

710-3. Expenses

Travel and per diem budget items will be paid on the regular statutory rates established by state law.

71. Research

711-1. Procedures

All research proposals to federal, state and private agencies will be made through the University Foundation. Proposals must have the endorsement of the department chairman and dean. Final approval for a research project must be granted by the University administration. Specific details involved in the application for a research grant are given in the publication, "Sponsored Program Manual," published by the office of the vice-president for research and may be obtained from that office.

711-2. Patents

Patents are governed by a policy adopted by the State Board of Education, ex-officio Regents of the Montana University System, Item 179-000, July 10, 1961.

All patentable inventions or discoveries made by employees of the Montana University System in connection with their assigned duties or use of the System's facilities, shall be considered the property of the System. Normal academic privileges, including library use, do not constitute "use" of the System's facilities.

The University Foundation, as one of its functions, promotes and protects patents developed through research. Patents are assigned to the Foundation, and money from the patent is used to promote scientific research and academic progress. The Foundation also compensates the inventor at a rate not less than 15 per cent of the annual gross earnings of the patent. Inventions discovered or perfected with money from private corporations or individuals become the property of that company or person.

The Board of Regent's policy does not include copyrights.

712. Gift Acceptance

Faculty and staff members cannot accept a gift of substantial value from students or persons having business relations with the University. (Administrative Regulation.)

713. Fund Raising

The University encourages efforts by students, faculty and staff members to obtain money for University-related projects and programs. In order to provide professional assistance and coordination, all fund-raising plans should be channeled through the president's office. (Administrative Regulation.)

714. Contributions To The University

714-1. General Policies

Gifts and grants of money and property will be administered within the framework of the donor's objectives. Such gifts will not be used for normal operating expenses unless specified by the donor.

The gifts may be made directly to the University or to the University Foundation, which was established to administer private gifts and endowments.

The following kinds of gifts must be approved by the Board of Regents before acceptance:

a.) if a continuing financial commitment will not be met by the gift,

b.) if acceptance of the gift would expand or change the functions of the University as defined by statute and the Board,

c.) if acceptance of the gift requires facilities that would reduce the effectiveness of a present program at the University.

714-2. Acknowledgment of Contributions

Contributions earmarked for a particular project or program will be forwarded by the University Foundation to the proper department or school. Acknowledgment and a proper thank-you must be prepared by that department or school.

The president's office will acknowledge all unrestricted contributions. (Board of Regent's policy, September 9, 1963.)

715. Counseling and Recruiting of Prospective Students

On April 10, 1961 the Board of Regents established a policy on counseling and recruitment as given below:

"All units of the University of Montana recommit themselves to a program which concentrates on problems of informing and counseling prospective students, their parents and teachers, with the understanding that wherever possible they will work in concert and further, that they will avoid expansion into recruiting activities which are inconsistent with this approach. This program recognizes the responsibility of the units to offer types of continuing information and counseling service similar to the following:

a.) working closely with high schools to promote improved guidance for students contemplating entering college,

b.) encouraging students of high ability to enter college,

c.) supplying an adequate flow of information to high schools and prospective students, and

d.) providing, on invitation, admissions counseling to students or counselors."

In accordance with this policy, students, faculty and administration of the University work in concert to recruit prospective students. Materials on admissions, curriculum, and University programs are developed by the Admissions Office and Information Service. Faculty and administrative personnel participate in guidance programs and "College Night" presentations. Students return to their home towns to promote the University under the Student Ambassador Program.

716. Collections and Donations

Canvassing, peddling and soliciting are prohibited on the grounds and buildings of the University without the permission of the president's office. Violations should be reported to the director of the physical plant. (Board of Regent's policy, December 19, 1921.)

One charitable canvass, the United Givers of Missoula County, has been approved by the University. Additional campus-wide solicitations must be approved by the president's office. Such approval does not imply any obligation on the part of personnel to contribute.

717. Use of University Name

University employees will use the name of the University and University stationery when representing the institution in an official capacity. Use of the University name is prohibited when it implies endorsement of any product, service or political activity.

718. Travel Regulations

The rules and regulations governing travel costs which may be reimbursed with University funds are established by State statute, as interpreted and implemented by the State Controller, and are equally applicable to all State Agencies.

These regulations, as well as University travel polices and procedures, are contained in a separately published travel brochure.

719. Payroll Procedures

719-1. Required Forms

Each employee must fill out an Employee Data Card at the business office so proper exemptions can be made on the withholding tax. Changes in information should be made immediately.

719-2. Checks

Salary checks are mailed to employees on the last working day of each month. Employees may also arrange to have the business office deposit the check directly in the bank.

Travel checks are handled as follows:

a.) mailed to the individual's department or home address, or

b.) if an advance of travel money has been made, delivered to the cashier in Main Hall. Reimbursement must be made when the check is picked up.

720. Requisitions and Purchase Orders

The State Purchasing Department, under supervision of the State Controller, is, by law, responsible for purchasing supplies and equipment for the University. The business office serves in liaison with the state department for the University.

Requisitions should be filed with the business office, describing the supplies or equipment in detail. The purchasing department is under no obligation to buy a particular brand of equipment. All factors being equal, the most economical purchase will be made.

Supplies and equipment should be ordered at least six weeks in advance. Capital items should be ordered two months in advance. Minor items may be processed in a day.

721. Convocations

Several convocations are authorized each year to commemorate special occasions, i.e., Christmas Convocation, Charter Day Convocation, Senior Awards Convocation, etc.

To encourage student attendance at these convocations, classes are excused during the convocation hour. Class hours are shortened on convocation days.

Convocations are called on days when special lecturers are brought to the University during class hours. The lecturers are sponsored by the faculty Public Exercises Committee or the student Program Council.

722. Commencement

Members of the faculty are expected to remain on campus and participate in commencement exercises, unless excused by the president. Commencement regalia is available through the University bookstore. (Administrative Regulation.)

723. Honorary Degrees

Nominations of candidates for honorary degrees are submitted to the Budget and Policy Committee or to the president. After approval by the committee and the president, the faculty recommends candidates to the State Board of Regents. The state board must approve all honorary degrees before they are conferred. (Board of Regents' Regulation, September 10, 1934.)

Honorary degrees will not be conferred on active faculty members of the University System. (Board of Regents Regulation, April 10, 1950.)

800. Facilities and Services

801. Assignment of Space

The administrative vice president has overall responsibility for the assignment of all space owned, operated, leased or otherwise controlled by the University of Montana. Facilities will be subject to cross assignment in order to obtain maximum utilization of all space. No department, school, division, or operating entity should assume that it has exclusive authority over any area of space without proper clearance with the administrative vice president.

The registrar has been assigned the responsibility for the scheduling of classes. No class may be held in a room other than that scheduled by the registrar except with his approval.

802. Use of University Facilities

802-1. General Provisions

The University of Montana's policy on the use of University facilities is based on the regulation passed by the State Board of Education on April 6, 1931, as follows:

"That the presidents of the several units be authorized to grant the use of buildings of the Montana University System for purposes other than University activities only on condition that no interference with the work of the institution is involved and that the institution is put to no additional expense thereby."

University facilities for group meetings are provided for student organizations, faculty organizations, the Alumni Association and subsidiary groups, conferences or institutes held under the auspices of the University, or professional organizations invited to meet at the University by the President or with his approval. No charge is made unless extraordinary expense is entailed in providing meeting space.

When lectures are open to the public, University facilities may be used without charge only when the lectures are under the auspices of the Public Exercises Committee. A charge is made for use of the facilities of the University Center for all lectures and functions. All other lectures and meetings are subject to charge for meeting space. It is understood that meeting space cannot be provided if it will in any way interfere with normal University activities. If the person scheduling the space is in doubt, he should call the administrative vice president.

802-2. Use of University Buildings

All meetings and conferences (including food service events) by student and faculty organizations of non-academic nature should be scheduled with the University Coordinator of Events in the University Center Conference Scheduling Office:

1. To insure optimum utilization of campus facilities.
2. To avoid possible conflict of major events.
3. To insure notification of all campus activities to the total University population via the University's Quarterly calendar.

a.) Scheduling of Rooms

1. Classes

   The scheduling of rooms for all classes is the responsibility of the Registrar's Office.

2. Meetings of student and faculty organizations

   The scheduling of rooms for meetings of student and faculty organizations in academic buildings, day or evening, weekdays and Sundays is accomplished through the Registrar's Office. The scheduling of the use of the University Theater and Music Recital Hall is accomplished through the Office of the School of Fine Arts.

   Meetings and functions in the University Center, Field House, and Lodge are scheduled by the Director of Student Activity Facilities.

b.) Use of University Center Facilities

The University center is part of the educational program of the University

which contributes to the social, recreational and cultural need of the University community. University Center facilities may not be scheduled for study purposes. Individual study, however, will not be discouraged provided it does not interfere with the purposes of specific areas in the building.

Members of University classes and groups with special interests are encouraged to use the University Center facilities, with or without faculty or staff leadership, on a reserved basis, and provided that the session is not a part of the formal instructional program. University Center facilities may not be scheduled for academic or religious instruction, services of worship, or for formal discussion purposes by regularly scheduled classes.

The following are guidelines for reserving Center facilities and services:

1. a. Reservations are to be made with the Conference Scheduling office between 8 a.m. and 5 p.m., Monday through Friday.
   b. Reservations should be made as far in advance as possible.
   c. Reservations will not be accepted after 48 hours prior to the event.
2. Reservations will be filled on a first come first-served basis.
3. If a reservation has been made and confirmed and the group finds they will not need the space, the reservation should be cancelled immediately.

Conferences and meetings ranging in size from 15 to 1,500 may be accommodated.

c.) Use of buildings after midnight

All campus buildings are locked not later than midnight. Any student using buildings after midnight must be given permission to use the specific spaces concerned, at specified times, by the dean or department chairman concerned. Permission is given in the following manner; the dean or department chairman will notify the director of Physical Plant in writing of his permission and will provide the following information:

1. Names of students concerned.
2. Room or space which the students have permission to use.
3. Period of time for this permission, that is, one specified night, one specified week, or one specified quarter.

The Physical Plant Office will give night watchmen official notice of such permission. Any student found in buildings without such prior notice and permission will be asked to leave by the watchman.

d.) Use of rooms by political groups

Registered political groups may obtain rooms for their meetings in University buildings without charge if such student meetings are not open to the public. When meetings are open to the public, University facilities, if available, may be rented by the sponsoring group.

e.) Dogs in classrooms

With the exception of "Seeing Eye" dogs accompanying blind students and staff, dogs are not permitted in classrooms and should be evicted from other campus rooms where the public gathers and from public exercises indoors and outdoors.

802-3. Remodeling Within Buildings

Changes in the structure or construction of buildings, such as removal or addition or partitions or of built-in features, or the modification of electric wiring, plumbing, fenestration, or painting are prohibited unless approved by the director of Physical Plant and authorized by the Business Manager.

802-4. Keys To Buildings

Keys to buildings on the campus are issued by the director of Physical Plant upon completion of a standard form which requires approval by the department chairman or dean of the individual seeking key privileges. This form may be obtained at the office of the Physical Plant Department. Keys are for use only by the person for whom they are req-

uisitioned, and are not to be loaned or given to anyone else. Duplicate keys are to be made only by the Physical Plant Department upon proper authorization. A deposit of $1 is required for each key issued. The deposit will be refunded when the key is returned to the Physical Plant Department.

802-5. Open Buildings

Security officers and physical plant personnel are not permitted to open doors or unlock buildings unless they are so authorized by the director of Physical Plant.

803. Use of University Grounds

a.) Use of Firearms on Campus

The use of firearms is prohibited on any part of the University campus extending from the Clark Fork River south, including the golf course area, except under the supervision of the Department of Military Science or the Department of Aerospace Studies.

b.) Dangerous Extracurricular Activities

It is contrary to the policy of the University to permit fireworks displays on Dornblaser Field or other activities involving danger to the public or to the University property. Permission for activities involving parachute jumping over the campus must be obtained from the Office of the Dean of Students.

c.) High School Rallies

On occasion high school students request permission to hold bonfires and rallies on University grounds. Approval of such requests is the responsibility of the Director of Physical Plant and is contingent on the school paying the cost of fire protection, cleanup, and policing, the latter to include the protection of the playing field, with the additional understanding that the Associated Students' Traditions Committee gives its approval.

d.) Soliciting and Peddling

No canvassing, peddling or soliciting is permitted on the grounds or in the buildings of the University without permission from the President. Any canvassing or peddling in violation of this policy should be reported to the director of Physical Plant who has the authority to request the arrest and prosecution of violators.

804. Security Policy

Ordinarily, events occurring on the campus which involve students or staff are, and should be, treated by staff personnel within the established framework of University organization and policy. In the ordinary course of events, facts relating to questionable circumstances or actions should be reported, through appropriate channels, to the University officer principally concerned. Occasionally, events may occur in which danger to life or property is so great that outside security forces (such as city police) must immediately be called in. The welfare of the University as well as of any individuals concerned requires that such resort to external forces be limited to situations in which a condition of emergency prevails.

Recognizing that emergency conditions may require extraordinary action not provided for in established policy, and in accord with the philosophy expressed in the above paragraph, the following statements of University policy are in effect:

a.) No UM staff member or employee is authorized to contact or call in off-campus security forces (such as city police) except upon authorization of a vice president or the President, or, in cases where students appear to be involved, the Dean of Students.

b.) Papers or materials of any kind shall not be removed from academic or administrative offices and related spaces, except as authorized by the person or persons having custody of such materials.

c.) Academic or administrative offices, laboratories, and analogous spaces shall not be entered for purposes of search.

d.) These policies do not preclude routine activities of staff, including janitorial and security personnel, which take place within the established framework of University policy and procedure.

The director of Physical Plant or his delegated representatives have absolute authority

in the security of University property. They have authority to quiz individuals concerning their presence on University property, they are expected to quiz individuals present on University property after hours, and they have authority to remove unauthorized individuals from buildings and University property.

Any breach of security involving a student will be turned over to the dean of students for disciplinary action. Any breach of security involving a faculty member will be turned over to the appropriate dean, with appeal privileges to the academic vice president.

805. Safety Regulations

805-1. Smoking Regulations

To protect lives and property, rules regarding smoking have been established. Smoking is not permitted in classrooms, laboratories, or the University Theater. It is prohibited in older buildings where the floors and basic construction is wood. Signs indicate where smoking is not allowed. Staff members have a responsibility to set an example by observing no-smoking regulations and by using sand urns for proper disposal of butts in areas where smoking is allowed. It is the responsibility of deans and department chairmen to point out these responsibilities and to monitor any flagrant violations.

805-2. Radioactive Materials

a.) Scope

These regulations apply to all University of Montana employees and on all property under the control of the University of Montana. These regulations pertain to all artificially produced radioactive isotopes which must be licensed pursuant to the regulations in Title 10, Chapter 1, Part 30 of the Federal Register and to any radiation-producing device or source which is capable of providing radiation in excess of the standards listed in Title 10, Chapter 1, Part 20 of the Federal Register.

b.) Procurement of Radioactive Materials

1. The applicant must file the following information with the Radiological Safety Officer:

a. Resume of experiment in which radioactive material is to be used: This must include specific isotope and amount to be used. A list of all persons connected with the project who will handle the radioactive materials must also be included.

b. Equipment and facilities available pertinent to the measurement and safe use of radioactive isotopes.

c. A brief account of specific measures the applicant will take to ensure adherence to the radiological safety standards. The applicant should be guided here by a thorough knowledge of the information contained in Handbook 42, "Safe Handling of Radioactive Isotopes." A copy of Handbook 42 will be provided for the applicant by the Radiological Safety Officer.

d. A brief account of the experience of the applicant and other individuals involved in the use of radioactive isotopes. This must include isotope(s) used, the amounts used, and when and where experience was gained. This will be required only when the first application is made unless the project personnel changes.

2. Committee Action

Upon receipt of the above information, the Radiological Safety Officer will present the information to the Radiation Hazards Committee. In general, the applicant will be required to appear in person before the committee the first time an application is made.

3. Procurement

Requisitions for approved radiation sources will be submitted in duplicate to the Radiation Hazards Committee. They will be approved by the chairman or his delegated agent (a committee member), before being transmitted to the University Business Office for their actions.

c.) Unlicensed Materials

These materials include X-ray machines,

particle accelerators, radium, and those small amounts of artificially produced radioactive isotopes covered in Title 10, Chapter 1, Part 30 of the Federal Register. These materials will be controlled by the same regulations as are licensed materials except that in the case of those small amounts of artificially produced radioisotopes covered in Title 10, Chapter 1, Part 30 of the Federal Register, committee action will not generally be required. The radiological safety officer will have the power to grant permission for the use of these amounts of materials. He must, however, report all such applications to the Committee as soon as convenient. If in the opinion of the radiological safety officer there is any doubt as to the advisability of granting permission to use such materials, he is to inform the applicant and the committee immediately so that the request may be considered.

d.) Safety

1. Storage and Use

The storage and use of radiation sources shall be such that the exposure shall not exceed standards of permissable radiation exposure as stated in Title 10, Chapter 1, Part 20 of the Federal Register.

2. Surveys

Surveys will be made by the radiological safety officer or his authorized agent of those departments using radiation sources. These surveys are to be made as often as safety dictates. Permanent records of these surveys shall be kept by the radiological safety officer.

3. Instrumentation

All individuals or departments using radiation sources must have available appropriate survey meters.

4. Personnel Monitoring

a.) A pencil type ionization monitor is to be issued to each individual concerned; to be worn while using radiation sources as deemed necessary by the committee in order to conform to Section d, part 1 above.

b.) In cases where deemed necessary by the committee film badge services or other appropriate personnel monitoring procedures will be required in order to conform to Section 5, part 1, above. Such services will be paid for by the department or project involved. Film badge records will be kept by the radiological safety officer or his authorized agent.

5. Radiation Warning Signs and Placards

All laboratories where radiation sources are stored or used shall be posted as prescribed in Title 10, Chapter 1, Part 20 of the Federal Register.

e.) Radioactive Waste Disposal

1. No radioactive waste shall be disposed of except as directed by the radiological safety officer.

2. All radioactive waste must be kept in appropriately labeled containers and kept separate from other waste materials.

805-3. Accident Reports

The University of Montana carries industrial accident insurance on all its employees, including student employees. Injuries arising out of and in the course of employment should be reported promptly to the Business Office. The physician should be told that the accident is covered by industrial accident insurance as he will be required to furnish a report.

Forms to be completed by the injured employees and his supervisor may be secured from the Business Office. These forms are to be completed and returned to the Business Office by the department chairman as soon as possible after the accident.

805-4. Fire Drills and Alarms

a.) Each quarter, fire drills are to be held within the first week of classes in all dormitories.

b.) Fire alarm system and procedure notice has been posted in all dormitory rooms.

c.) Building Fire Alarm systems are not connected to the City Fire Department.

805-5. Two-Wheeled Vehicles

Two-wheeled vehicles are not to be parked within a building.

806. Instructional Materials Service

The Instructional Materials Service (IMS) is operated as part of the library, with holdings of films and other materials listed in the general card catalog. Its primary function is to provide materials and services for instructional purposes. Requests for equipment for nonacademic functions must be cleared through the dean of students in the case of students or the academic vice president in the case of faculty.

IMS is located in the west wing of the library. Office hours will be maintained to receive requests for services from 8 a.m. to 12 noon, and 1 p.m. to 5 p.m., Monday through Friday. Such requests should be made 24 hours in advance by telephone or memorandum. Locally produced instructional materials involving graphics, copying or recording usually necessitate a minimum of three to seven days advance notice.

Services available include:

1. A large collection of movies and filmstrips for loan,
2. Facilities for the production of various types of instructional aids such as audio recordings, dry mounting and lamination, loop films (8mm), overhead transparency production, photographic copying and slide production and duplication,
3. Portable closed circuit television equipment,
4. A large inventory of audiovisual equipment for loan,
5. Equipment repair service.

It is University policy that all purchases of audiovisual equipment and materials be made through IMS.

807. Central Mail Service

a.) Mail is picked up and delivered Monday through Friday by the campus mail carrier. Check with the mail clerk for the time and place of mail pickup for your department. On Saturday, there will be no deliveries to departments, and persons expecting special mail should notify the Central Mail Service in advance. Mail can be held for them to be picked up between 8:00 a.m. and 12:00 noon.

Mail to be picked up by the campus carrier should be separated and banded by rubber bands into three groups: 1. campus; 2. U.S. mail that is stamped; 3. U.S. mail to be metered.

Any campus mailing intended for the faculty, other than the regular mailing of official material, must have a return address. If no return address is listed, the mail will not be put in department mail for campus delivery.

No off-campus quantity mailing will be accepted for campus distribution.

b.) U.S. Mail. In order to properly maintain cost records, it is necessary that outgoing University metered mail be identified by grant number, department or school. This should be added to the University of Montana return address on the envelope. Failure to provide a return address will necessitate opening of the letter for the purpose of identification and may result in unnecessary delay.

c.) Bulk Mailing. Contact the mail clerk for instructions regarding proper preparation and handling of bulk mail.

808. Computer Center

808-1. Organization

The University of Montana Computer Center is organized as a facility for academic use, with provision for limited community use. The director has immediate responsibility for the program of the Center, under the general direction of the academic vice president, except that courses and instruction, offered in the Computer Science or other departments or schools related to the computer, are the responsibility of the unit and its chairman or dean.

a.) Administrative Responsibility

As a source of general responsibility, the administration, through the office of the academic vice president, in accordance with policy determinants, may initiate, alter, or terminate Center policies for the best interests of the University. The director of the Computer

Center implements the policies established for the Center and is resonsible for the determination, development, and review of policies consistent with the aims set for the Center by the policy determinants. The director is responsible to the administration for the administration and operation of the Center, and is responsible to the chairman, Department of Computer Science, for the computer training activities of the Center.

b.) Computer Center Advisory Committee

This group, composed of appropriate administrative officers and faculty members, is a formal part of the organization of the Center. The activities of committee members include assisting in the formulation, implementation and interpretation of Center policies, communicating Center matters to their disciplinary areas, and advising the director on various problems of planning and procedures. This committee will be chosen so as to adequately represent the College of Arts and Science and the Schools, and in particular to represent the users and potential users of the Center facilities. The academic vice-president and the director of the Computer Center make joint recommendation to the president who appoints members of the committee.

808-2. Computer Center Policies

a.) Who May Use

The direct use of the facility is restricted to enrolled students, faculty members, and staff members of the University. Other persons are provided indirect use as indicated below.

b.) Policies on Use

The primary purpose of the Computer Center is to aid instruction, a policy determined by the NSF grant. At present, such use is on a no-charge but subject-to-schedule basis; the Computer Center absorbs the cost of unsponsored educational use. It is intended in the future that each department absorb the cost of such use in its own area.

The equipment of the Center will also be available for other uses, subject to commitments for instructional use. For all academic research controlled or directed from outside, whether by a company or a government agency, or other, the Computer Center will make a uniform hourly charge that includes machine payments and Center overhead. A schedule of charges is available from the director of the Computer Center.

Two categories of internal non-instructional use can be foreseen that may involve application of a charge.

1. For academic research that is supported by a grant, it is expected that money either explicitly or implicitly provided for computing services will be disbursed to the Computer Center account as such computing time is used, in accordance with the established schedule of charges.

2. For academic research that is supported by external agencies, the administration can collect, through written agreements beforehand, amounts of money for computer use based on the basic charge rate.

An assessment will be made, generally, for this computer use by faculty and staff members that is not related to the instructional program of the University. It is recognized that college teachers in many professions and disciplines are increasingly being expected to be acquainted with computers and computation for use in their teaching. The cost of this use is at present absorbed by the Computer Center. In the future, it is planned that such use will be paid for by the various departments. A student's use may be charged if it is extensive and related to a supported research project.

The user will indicate his category of use as part of the normal operating procedures of the Center. The category of research use will be the basis of assessment.

Further conditions on external use are:

1. A person appointed by the director must be present during all use by off-campus groups;
2. The hourly charge does not include programming services.

A user who abuses the facilities of the Center may forfeit his right to use the Center's facilities.

808-3. Center Services

The services of the Center include consultation, operations instruction, and reference. Both "closed shop" (or complete Center-service) and "open shop" (or self-service) concepts are present. Closed shop computing services are available 8:00 a.m. to 5:00 p.m., Monday through Friday. Open shop services are available 5:00 p.m. to 11:00 p.m., Monday through Friday. Provision for use at other times can be arranged.

a.) Administration

The staff of the Computer Center consists of a director, an assistant director, an operations manager, a programmer, a computer operator, a key punch operator, and a receptionist. In addition, the Center lists special consultants, usually of academic rank, who have capabilities in special fields, and qualified programmers, usually students, available for hire.

The daily schedule of computer time and center activities is the responsibility of the operations manager. In cases of conflict, this responsibility may revert to the director. Reports on computer use, by department and project, are prepared periodically by the staff of the Center.

b. Consultation

Limited consultation is available. For undergraduate students this is confined mostly to course instruction. Graduate students, faculty members, and off-campus users can expect aid in planning the computational aspects of their projects. Ordinarily this aid will not extend to computer programming or the finding of errors in programs; these are functions which users are expected, after instruction available through the Computer Science Department, to handle themselves.

c.) Instruction

The Department of Computer Science offers courses in computer programming and computer applications. Many other departments offer courses containing material related to computer use. Informal instruction in computer operations and minimal programming methods is offered at the Center, primarily to faculty members, at irregular intervals.

d.) Reference

The reference services of the Computer Center include maintenance of a Computer Center Reference Library, contact with other computing centers, and maintenance of a library of 1620 programs written here and elsewhere, as well as programs written for larger computers that are available through the SHARE organization.

809. Counseling and Testing Center

The University Counseling and Testing Center is obligated primarily to provide counseling and testing services to students and students' spouses free of charge. Certain standardized national graduate school admission tests which are administered on a contractual basis do require a fee as established by the test publisher. Such fees are paid through the Graduate School, Business Office or directly to the test publisher.

The Counseling and Testing Center has a further responsibility to:

1. administer, report and aid in the interpretation of freshman placement tests and other standardized tests;

2. act as a consultant to University departments and high schools in the establishment of effective testing programs;

3. assist University personnel and welfare groups in their guidance function, and

4. assist advisors, on request, in working with students.

Counseling and testing services are available to non-students for a fee.

810. Information Services

Information Services is the official news and publications arm of the University. The office is staffed by professional personnel who direct the various information functions.

810-1. News Materials

News materials (including news releases, photographs, slides, film footage and tape recordings) are produced for newspapers, radio,

television, magazines and trade media throughout the state, region and nation. A special department handles all sports releases. The news operation is not involved with image making; it can only transmit a true and accurate picture of University programs and people.

810-2. Publications Department

The publications department produces brochures, periodicals and other materials for distribution to selected publics. Primary efforts are devoted to the preparation of informative materials for faculty, staff, students and prospective students and promotion of special events. The department also assists academic and staff personnel in determining publication needs and coordination of priorities with the campus printing plant.

810-3. Faculty and Staff Newsletter

The Faculty and Staff Newsletter, containing news, announcements and calendar events, is published every other Tuesday while the University is in session. Contributions should be directed to the publications editor by the Wednesday preceding the publication date.

810-4. News Releases and Publications

All news releases and publications requirements should be coordinated with Information Services to insure continuity and maintenance of University standards.

811. Educational Radio Station

A noncommercial, educational radio broadcast station, KUFM, is owned by the University of Montana and operated by the School of Journalism. KUFM's studios and transmitter are located on the University campus and the station operates on a federally assigned frequency of 88.1 megahertz. KUFM is licensed by the Federal Communications Commission as a station which will be used "for the advancement of the University's educational program." This function is fulfilled by use of the station as:

a.) a student training facility,

b.) an educational radio station and

c.) for additional educational and instructional services.

812. Bookstore

Faculty members are entitled to certain discounts at the Associated Students' Store on campus. The following schedule currently applies:

5% on textbooks

10% on tradebooks

10% on paperbacks over 75¢

10% on all novelty merchandise

10% on student supply items $5.00 or over per individual transaction

10% on basketball and tennis shoes

No discount on athletic merchandise

The above discounts apply only to professors, associate professors, assistant professors and instructors. The bookstore also offers check cashing and charge account privileges to faculty members.

813. Family Housing Office

Faculty and staff members may rent an apartment for a one-year period in the married student housing complex if space is available. Apartment sizes vary from studio apartments (no bedroom) to four bedroom apartments. A limited number of University-owned houses are available to faculty and staff members on an annual renewal basis for a maximum of three years. For more information, contact the Family Housing Office located in Elliot Village, corner of South and Maurice Avenues.

814. University Center Food Services

All requests for food services are first scheduled through the University Center Conference Scheduling Office. Final menu, type of service and charges are to be arranged with the University Center Food Manager once the date has been reserved by the Conference Scheduling Office.

The University Center Food Service is authorized to provide food services for:

a.) Students and their guests and student organizations.

b.) Faculty and their guests and faculty organizations.

c.) Alumni Association and subsidiary groups.

d.) High school visitors and their chaperones or advisors.

e.) University sponsored institutes or schools.

f.) National, state and regional student or faculty organizations invited by the University to meet on campus.

g.) Other educational organizations with membership wider than the Missoula community that are meeting on the campus and desire luncheons to be served to small groups. Such service must be of considerable advantage to the conduct of the organization's business.

h.) Some large organizations recommended to University facilities by the Missoula Chamber of Commerce. Approval in this category is granted only when any other facilities off-campus are inadequate, and service by the University will not upset general University operations. The University may grant to serve luncheons to such groups if their meetings will be considerably improved by these arrangements. It must be stressed that such arrangements are a service to the organization and the community. When large groups wish to rent the Field House facilities and have meals catered, they must first arrange for the rental of the physical facilities. The University will contract for such rentals only if the Chamber of Commerce feels such arrangements will be advantageous to the community.

815. Administration Data Processing

The Administration Data Processing department provides general services, although it may also be used in educational programs. Information processing is now utilized by the Business Office, Financial Aids Office, Information Services, Registrar's Office, and the Physical Plant; and other administrative areas.

Stock materials are provided by the Data Processing department in reasonable quantities; extraordinary supplies, such as special forms and cards, must be supplied by the client department.

Regular data management service is preceded by feasibility studies, priority determination, systems analysis, equipment evaluation and program writing and testing. Adequate lead time must be provided the Data Processing department by new users or those desiring new programs.

Forms to be used in requesting service are obtainable from the Administration Data Processing manager.

When other computer service cannot be obtained, time on the Administration Data Processing computer may be rented to qualified persons as approved by the Data Processing manager.

816. Library

Libraries on campus have collections numbering over 550,000 volumes, receive over 5,000 current periodicals, and house over 45,000 maps. The main library is a regional depository for U.S. Government publications, and offers many specialized services. Of the figure given for library holdings, more than 50,000 volumes are in a separately administered library for the School of Law. Faculty members should note the following privileges and responsibilities:

a.) The development of the Library collection is the mutual responsibility of the faculty of the academic departments, and of the Library. The Acquisitions Department of the Library is the agency responsible for the coordination of this effort.

b.) Library materials are circulated to faculty members on an indefinite loan basis. Materials are charged with three-week due dates, indicating that after this period of time, they

may be recalled if requested by another patron.

c.) Library materials checked to a faculty member for individual use are the responsibility of the faculty member and if lost are to be replaced by that faculty member.

d.) Faculty members are required to clear their book charges annually.

e.) Faculty members are not exempt from the normal checking procedures associated with the exit control system at the Circulation Desk.

f.) Members of the faculty should promote respect for the Library, not only because library materials are state property, but also because they represent part of the civilization and culture of man. The faculty should give good example in the care and proper handling of library materials.

g.) A complete description of services and procedures is detailed in the "Library Manual for Faculty," distributed annually. Copies are available at the Main Reference Desk.

h.) The Faculty Library Committee, an advisory group to the dean of Library Service, is the proper agency for faculty review of library policy, and it serves as the forum for official communication between the library and the faculty.

817. Office of Public Services

The Office of Public Service directs University development and promotes workshops, seminars and programs concerning continuing education both on and off campus. This agency works directly with communities in surveys, institutes, forums, short courses, conferences and community action programs.

Because of the rapidly expanding activities in these areas there is now the position of coordinator of events, which operates in the Office of Public Service.

818. Physical Plant

The physical plant department maintains University buildings, grounds and furnishings, provides janitorial services and supervises construction.

The services of the physical plant are classified into two categories:

1. Maintenance services, and
2. reimbursable services.

Maintenance services are performed without charge to the departments or schools, costs are provided by funds budgeted to the Physical Plant Department. Maintenance service includes: Maintaining and operating the campus mail service, security, telephones, walks, streets and grounds, utilities which are not peculiar to departments or activities receiving special appropriations, repair of office and classroom furniture and general janitorial services. Reimbursable services are services rendered on special request and are chargeable to the department making the request.

Each department (or building), academic, administrative or otherwise, has a person or persons designated by the appropriate department head to serve as physical plant "liason" person. This representative requests physical plant maintenance approves and forwards written requests for reimbursable work, and coordinates with the physical plant the reimbursable work furnished by private contractors.

819. Printing and Clerical Service

The University of Montana Printing Services consists of the Clerical Department and the Printing Department.

The Clerical Department has facilities to do typing, mimeographing and duplicating with a Multilith. It has a photo-direct system to produce Multilith masters from copy typed on bond paper or from ink drawings. The Clerical Department is the source of office and clerical supplies such as stationery, examination books, pencils, etc. These supplies may be obtained on order and the costs are charged against the supplies and expense budgets of the various departments and schools.

The Printing Department has facilities for letterpress and offset printing. It also produces various printing for the University, in-

cluding the University of Montana Bulletin and the Montana Kaimin.

820. Telephone and Telegrams

820-1. Telephone Exchange Hours

The telephone exchange is located in room 107 of the library. It is open 24 hours a day. Any problem with your campus telephone should be reported to the campus operator. Dial 0.

820-2. Telegraph Service

Telegrams may be sent over the teletype by sending a copy to the telephone exchange, Library 107. Persons sending telegrams which are to be charged to the University should notify the telephone operator from which department it is sent, and the destination. This also applies to incoming collect telegrams if they are to be billed to the department. Telegrams also may be called direct to Western Union, 543-3151, and then reported to the campus operator.

820-3. Conference Calls

Conference calls are available on campus by dialing 7, and giving the operator the extensions with which you wish to be connected. Up to five persons may be connected on the conference line on a single call. This service is available from 8 a.m. to 5 p.m., Monday through Friday.

821. Motor Vehicle Regulations

Requests for the installation of telephones or changes should be made to the Business Office. To report service difficulties dial 0.

The rules and regulations governing the use and operation of motor vehicles used in the service of the units of the Montana University System are hereby promulgated by the Governor of the State of Montana by virtue of the authority delegated in Revised Codes of Montana, 1947, Section 53-504.

The following rules and regulations are imposed on all persons and motor vehicles of this institution in order to assure compliance with the statutes of this state and rules promulgated by the Governor for the operation and maintenance of the motor vehicles of the Montana University System. No deviation from these rules is permissable without written authorization from the president and any violations thereof will constitute grounds for immediate dismissal from employment and/or expulsion from the institution.

821-1. Vehicles Subject To Regulations

The following regulations shall apply only to those University vehicles generally used for travel purposes upon municipal streets or state highways. All other vehicles which have as their primary purpose or function something other than travel or the transporting of persons shall be under the control of the Director of the Physical Plant. The Director of the Physical Plant shall have responsibility for determining compliance with all applicable statutes and regulations respecting such utility, construction or other vehicles not ordinarily used for travel.

821-2. Persons Authorized To Use University Vehicles

Any person employed for any amount or period of time for any compensation from any source who is working under the direction of and in the interests of this educational institution shall be qualified to operate a University vehicle, provided he has a valid license. The authorized operator who is charged with the responsibility for the vehicle may also permit the operation of such vehicle by a student or other person having a valid license, so long as the person responsible remains in the vehicle and has the other person under direct supervision and control. The above authorization is meant to include but is not limited to graduate students, teaching assistants, work study students, persons employed by this institution who are also enrolled for any number of courses, part or full time employees ofthe Foundation, members of athletic teams who are employed by this institution and student officers who receive monthly stipends through the Business Office. All others not included in the above authorization must have written approval from the President's Office prior to obtaining possession of any University vehicle.

821-3. Persons Authorized As Passengers

Any person may be a passenger in any University vehicle driven by an authorized operator so long as carriage of that person as a passenger is in the interest of the institution and in furtherance of University business. However, no persons who are in the immediate family of or related to any person employed by this institution may either operate or be a passenger in a University vehicle unless the authorized operator requesting use of the vehicle presents a written statement before obtaining possession of the vehicle. This statement must set forth facts which clearly indicate that such family members or relatives will themselves be acting in the interest of the institution and in the furtherance of University business in being present in such vehicle.

No operator of any University vehicle shall pick up or offer transportation to any person whose name does not appear as a passenger on the application for use of that vehicle, nor shall any animal of any type be carried in any University vehicle which is not specifically equipped or designed or intended for the carriage of such animal in the interest of the institution and in the furtherance of University business.

821-4. Purposes For Which Vehicles May Be Used

University vehicles may be used only for state business or for purposes for which the vehicle was designed or intended. State business may be defined to include, but is not limited to, furtherance of the business of this institution or any of its affiliated organizations or sponsored programs, including the Foundation, Extension and Continuing Education, Indian Community Action Program, institutional and contract research by grants or otherwise, student organizations or government including honoraries or fraternities, sponsored athletic and other competitive events, alumni activities, auxiliary enterprises, such as Food Service, Student Store, Field House, Golf Course, Dormitories, Married Student Housing, Swimming Pool, or University Center activities.

The standard of "state business only" does not preclude stops enroute to obtain passengers, equipment, or personal effects necessary to accomplish the business for which use of the vehicle was obtained. The standard does preclude combining business with pleasure as far as use of the vehicle is concerned. Matters of purely personal as opposed to business interests may be attended to while on a business trip so long as such activity does not involve putting additional mileage on the vehicle or delay the return of the vehicle to the University, the latter limitation being imposed to assure the availability of vehicles to other users.

821-5. Manner of Use of Vehicles and Operator Responsibility

Any person operating a University vehicle shall have a duty of exercising ordinary care and may be held liable for any damage or injuries resulting from failure to exercise such care, negligence, abuse, violation of traffic laws or use of alcohol or drugs. Violation of traffic laws or the return of any vehicle in an abused or damaged condition may constitute grounds for future denial of use of state vehicles as well as liability of the operator.

821-6. Application, Reporting and Recording

Any qualified operator requiring use of a University vehicle must file an application for travel showing necessity for the trip, points to be visited, and the approximate time of departure and return. In addition, this application must contain the names of all persons to be carried in such vehicle at any time during the trip for which it is being obtained. The operator is responsible for recording in the vehicle operating history record book all items of expense incurred in the purchase of gas, oil, repairs, labor, storage or service. Upon completion of the trip the operator must file a report showing actual points reached, mileage traveled and car cost record data.

821-7. Use of Private Vehicle for State Business

No person shall be compensated for the use of his own private vehicle for state business unless he shall first have requested and been denied use of a state vehicle.

822. Objectives of Vehicle Regulations

a) To facilitate the work of the University by providing needed parking space.

b) To protect pedestrian traffic.

c) To assure access at all times for ambulances, firefighting equipment, etc.

d) To minimize traffic disturbance.

Motor vehicle regulations shall be applicable to all students and staff members of the University and shall be deemed a part of the terms and conditions of the admission and enrollment of students and of the employment of staff members.

Motor vehicles, including two-wheeled motor powered vehicles, must be registered and decaled. This rule is applicable to all students, faculty and staff personnel. This rule shall apply to all University parking areas with the exception of the metered lots by the University Center.

Vehicle regulations will be enforced in their entirety. Staff members should be acquainted with them, as ignorance of the regulations will not be considered in appeals to their enforcement.

822-1. Plant Security Office

The Plant Security Office, located in Building 32 operates 24 hours daily to maintain University security and regulate campus traffic and parking. All regulations are designed to foster the convenience and safety of all personnel on the University campus and to facilitate efficient operations of the University. They shall be applicable to all student and staff members of the University and shall be deemed a part of the terms and conditions of the admission and enrollment of the students and of the employment of the staff members.

The University security officers are county deputy sheriffs and special city police and have authority as vested in these offices by law. Students, faculty and staff of the University shall be subject to such fines and penalties as are listed in the motor vehicle regulations.

All fines and appeals are cleared at the Plant Security Office.

823. Athletic Events

Full time faculty and staff members are entitled to purchase season tickets for football and basketball at one-half the regular price.

Retired faculty and staff members are entitled to two complimentary tickets upon presentation of their Lifetime Privileges Card.

824. Archives Policy

To insure preservation of valuable historical records of the University, the following official archives policy was adopted in 1960 by the Archives and Library Committee.

All administrative officers of the University, including members of the teaching faculty whose performance of administrative duties puts them in possession of files, records or documents pertaining to their official duties, are requested to observe the following recommendations:

a.) The records of the official activities of the University officers and offices are the property of the University of Montana.

b.) Such property is not to be destroyed without the approval of

1. the officer in charge of the department where papers accumulate,
2. and the Library and Archives Committee.

c.) The officer in charge of each administrative office determines when records cease to have current administrative value. The Library and Archives Committee will thereupon determine which of these records have permanent value to the University and shall arrange their systematic transfer to the University Archives.

d.) The archivist shall consult with administrative officers in whose offices the records originate to determine the type of restrictions to be placed upon the use of confidential official records.

e.) The president may add such further regulations and directives as may be necessary or appropriate.

The term "archives" in the above statement includes:

1. Files of official letters, both sent out and received,

2. records and memorandum books, ledgers, journals, cashbooks, vouchers, mimeographed and similar material,

3. the files of any matter printed or otherwise duplicated for official uses, and

4. other business materials such as photographs of University functions and architectural drawings of University buildings.

The University Archives in the library is the official depository for records of permanent value. Administrative officers, department chairmen, faculty, and all others responsible for University records are requested to transfer non-current records to the University Archives. It is urgent that this be done to avoid further loss of historical records.

825. Speakers Bureau

The University Alumni Association sponsors a Faculty Speakers Bureau. The purpose of this Bureau is to provide speakers for clubs, service organizations and civic and community groups.

Faculty and staff members, students and alumni are urged to volunteer as speakers for the Bureau. The Alumni Association provides the per diem and travel expense and the staff donates their time in order to bring to the people of the state some of the knowledge and accomplishments of the staff, students and alumni of the University. Staff members wishing to volunteer for the Speakers Bureau should contact the Alumni Office.

826. University Center

The University Center is supported by student fees. Its main purpose is to provide services to students. It is not available for academic instruction, but it is available for outside speakers, entertainment, meetings and conventions. Arrangements should be made through the Conference and Scheduling Office which coordinates events and facilities for the entire campus. A variety of rooms are available and special arrangements may be made for phone hookups, tape recording, recreation, food and public address systems. All requests for catering and for meeting space should go to this office.

Recreational facilities in the University Center include bowling lanes, billiard tables and table tennis tables. Sports equipment is available on loan from the information desk. The information desk also provides a central area for sales of tickets to campus events and for lost and found items.

A graphic artist is available in the Center to do art work on an hourly basis for all departments on campus. A qualified lithographer is also on duty and there are facilities for making signs, posters and for duplication.

827. Recreation Facilities

827-1. Swimming

The University Pool provides periods of open swimming during the regular school year and during the summer.

Open swimming periods during the school year are 7:00-9:30 p.m. weekdays, and 1:30-4:30 p.m. Saturdays and Sundays.

Two fitness programs are available. The program for women is scheduled from 1:00-2:00 on Monday, Wednesday and Friday; the program for men is from 5:00-6:00 on Monday, Wednesday and Friday. Lessons are also available Saturday morning during the school year and every weekday morning during the summer.

Faculty, staff and their families have the privilege of reduced rates for the periods of open swimming.

827-2. Golf

The University of Montana Golf Course is open to faculty and staff on a daily fee basis or on a season membership basis. Full time faculty and staff are entitled to special rates on season tickets. Club and cart rentals are available in the pro shop in addition to a complete line of golf merchandise.

827-3. Bowling

The University bowling lanes are open to faculty and staff upon payment of the public rate.

827-4. Gymnasium Facilities

The Men's Gymnasium is open for faculty and staff recreation at specified hours which may vary from quarter to quarter, depending upon class schedules. Special coeducational fitness programs are also sponsored in the Men's Gymnasium by the Health, Physical Education & Recreation Department. Details on these programs can be obtained by calling Extension 4211 or 2162.

828. Lost and Found

Lost articles which are found by maintenance personnel are turned in to the department or office of the dean in the particular building where found. Articles found by security officers are turned in to the Plant Security Office.